

Terms of Reference

Sydney Bioinformatics Research Symposium (SBRS) Subcommittee

This document serves as the terms of reference (TOR) for the Sydney Bioinformatics Research Symposium (SBRS) subcommittee of ABACBS Inc. as required by the rules of association.

1. Name

The name of the sub-committee is SBRS.

2. Purpose

- a. To coordinate and run the Sydney Bioinformatics Research Symposium.
- b. To facilitate communication and distribution of accurate information.
- c. To seek sponsorship in consultation with the ABACBS Committee.
- d. Promote gender equity.
- e. Promote Early-Mid Career Researchers.

3. Initial formation

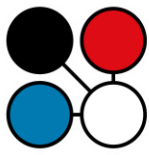
Upon appointment of SBRS as a sub-committee by ABACBS Inc. SBRS will provide current sponsorship, domain name, "brand" (e.g. logo, reputation), mailing list, organisational documents to ABACBS Inc. to then be managed by the SBRS sub-committee in accordance with the Terms of Reference outlined in this document.

4. Membership

- a. The SBRS sub-committee is to be comprised of:
 - i. Chairperson/convenor.
 - ii. Other members from time to time as deemed suitable by the SBRS sub-committee.
- b. Appointment of SBRS sub-committee:
 - i. Following each SBRS meeting, the existing SBRS sub-committee is to appoint a Chairperson for the next SBRS meeting.
 - ii. Other committee members can be appointed and/or approved by the ABACBS Committee as per the ABACBS Inc. rules.
 - iii. SBRS sub-committee members must be ABACBS members.

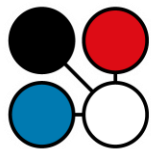
5. Delegated and reserved powers

- a. SBRS is bound by the ABACBS Inc. constitution.
- b. To operate financially within the SBRS sub-committee budget as approved by the ABACBS Treasurer.
- c. To collect registration and sponsorship monies on behalf of ABACBS Inc.



Terms of Reference

- d. Sponsorship specifically obtained for SBRS activities by the SBRS sub-committee that is in addition to the budget established at the Annual General Meeting will be allocated to the SBRS sub-committee.
 - e. Application for sponsorship must be approved by the ABACBS Committee.
- 6. Meetings, agendas and minutes
 - a. Meetings rules and notification of meetings are to be held in accordance with the rules of ABACBS Inc.
 - b. Members who fail to attend three (3) consecutive meetings can be removed by majority vote of the subcommittee and the outcome reported to the ABACBS Executive.
 - c. An annual report outlining Symposia particulars, financials and appointment of SBRS committee members is to be made to the ABACBS Committee within 30 days of the SBRS meeting by the SBRS sub-committee Chairperson/s (or nominated proxy).
- 7. Financial Management and Reporting
 - a. SBRS is to act in accordance with 5a of these Terms of Reference.
 - b. Once appointed, the SBRS Chairperson must present a budget to the ABACBS Treasurer for approval and agree on the management of SBRS transactions.
 - c. Where an agreement is made that involves a host institution controlling finances of SBRS, the host institution will agree to invoice ABACBS for an agreed seed fund, manage the funds to required accounting standards and following the symposium ABACBS will then invoice the host institution for remaining funds.
 - d. The SBRS Chairperson is to report to the ABACBS Treasurer and to conform to any financial reporting requirements as determined or required by ABACBS.
 - e. The SBRS Chairperson must to his or her best efforts ensure SBRS is operating within the approved budget.
 - f. Petty cash may be set up for the SBRS sub-committee on the imprest system.
 - g. Expenses incurred by the SBRS sub-committee must be accompanied by an Australian Taxation Office compliant tax invoice or receipt for reimbursement from ABACBS and are to be lodged with the ABACBS Treasurer at an agreed reporting interval.
- 8. Tenure
 - a. Tenure of SBRS is at the discretion of the ABACBS committee.
 - b. Continuation of SBRS is subject to fulfilment of the SBRS sub-committee each year.
- 9. Symposia Schedule
 - a. SBRS is not to be held on years that the ABACBS Annual Conference is held in New South Wales.
 - b. Dates of SBRS events are to be approved by the ABACBS Executive.



Terms of Reference

10. Insurance

- a. All insurances shall be referred to ABACBS Inc.

11. Changes

- a. Changes to these Terms of Reference can be made by resolution at a General Meeting of the Association or by the ABACBS Committee at any time.